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APR 7 1955

MEMORANDUM FOR: Assistant Director for Collection and Dissemination

SUBJECT: Inspector General's Recommendations that Responsibility for Headquarters Mail and Courier Service be Transferred from the Logistics Office to Office of Collection and Dissemination

In accordance with your telephonic request herewith are the pertinent extracts from the "Survey of the Logistics Office" dated 22 January 1955.

Recommendation 22 - That responsibility for Headquarters mail and courier service and the 58 positions involved be transferred from the Logistics Office to the Office of Collection and Dissemination.

Paragraph F. 1 - In addition to his assignment to perform purely logistical functions, the Chief of Logistics has been responsible since 15 February 1954 for "providing selected administrative services for the Agency." The administrative services selected are those services which were within the past year transferred to the Logistics Office from the General Services Office (CIA Notices 1-140-1, 1 December 1953, and 1-140-2, 8 February 1954). These services are: (a) to maintain the Headquarters motor pool; (b) to provide building maintenance, moving, and telephone service to meet the needs of the Agency within the Metropolitan area; (c) to provide reproduction and printing service; (d) to perform printing advisory functions; and (e) to maintain the Headquarters mail and courier service. The Logistics Office has performed these services well. [REDACTED] ceiling positions (37%) are allocated to these tasks.

Paragraph F. 2 - The responsibility to perform those housekeeping functions formerly performed by General Services Office has adversely affected the ability of the Logistics Office to perform its primary mission of providing logistical support. It has caused management to be spread too thin. Consequently, each such service now performed by the Office has been critically re-examined with a view to reassignment to other existing components. The possibility of such reassignment was not explored when these housekeeping services were transferred to Logistics.

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Paragraph F. 2c - Providing Headquarters with mail and courier services has more of an affinity for the existing responsibility of the Office of Collection and Dissemination than it does for an office whose primary role is to provide logistical support to the Agency. Although OCD once performed the mail and courier service, it gladly relinquished the function to General Services and does not now wish to reassume it unless required.

Paragraph F. 3 - In order to relieve Logistics of those housekeeping services which are not closely related to its truly logistical functions, it is recommended that:

Paragraph F. 3b - The responsibility for Headquarters mail and courier service and the 58 positions involved, be reassigned from the Logistics Office to the Office of Collection and Dissemination.

Paragraph B. 3a - This Staff is charged with providing for internal administrative support activities within the Logistics Office, including personnel and training matters, budget and fiscal matters, management assistance, records management and the Office Registry. It also provides central mail and courier service for the Agency.

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Paragraph B. 3b - This Staff has a T/O of [REDACTED] of whom run the Mail and Courier Branch. The other 22 employees are dispersed among the Budget and Fiscal Branch (3), the Management Assistance Branch (4), the Personnel and Training Branch (8), the Records and Service Branch (5) and the Office of the Chief (2).

Paragraph B. 3c - The Mail and Courier Branch is efficiently run, operating to a great extent independently of its immediate supervisor (the Administrative Staff) and the Logistics Office. The Branch suffers from a large turnover of its personnel, which is to be expected given the low grades and relatively uninteresting nature of the work, but the Branch Chief and the Personnel Office have taken the proper steps to maintain a backlog of potential employees. The Branch is not responsible for all courier functions of the Agency, there being separate authorized courier sections maintained by the DCI's Executive Registry, the Office of Current Intelligence, and IS/P-RI, and unauthorized couriers maintained by many other components. When the Branch is transferred to OCD (as recommended in paragraph III.F.) that Office should examine the justification for these separate courier facilities with a view to combining their activities with those of this otherwise centralized service.

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Lyman B. Kirkpatrick
Inspector General

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